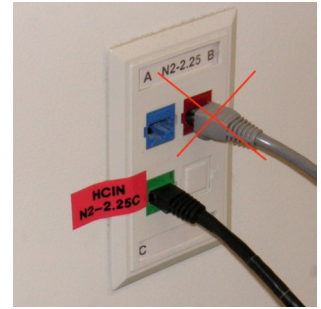


Health Care Interpreter Network (HCIN)

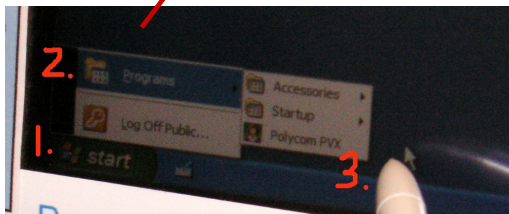
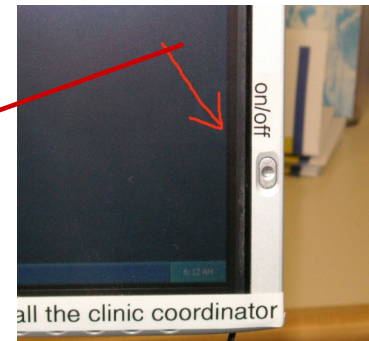
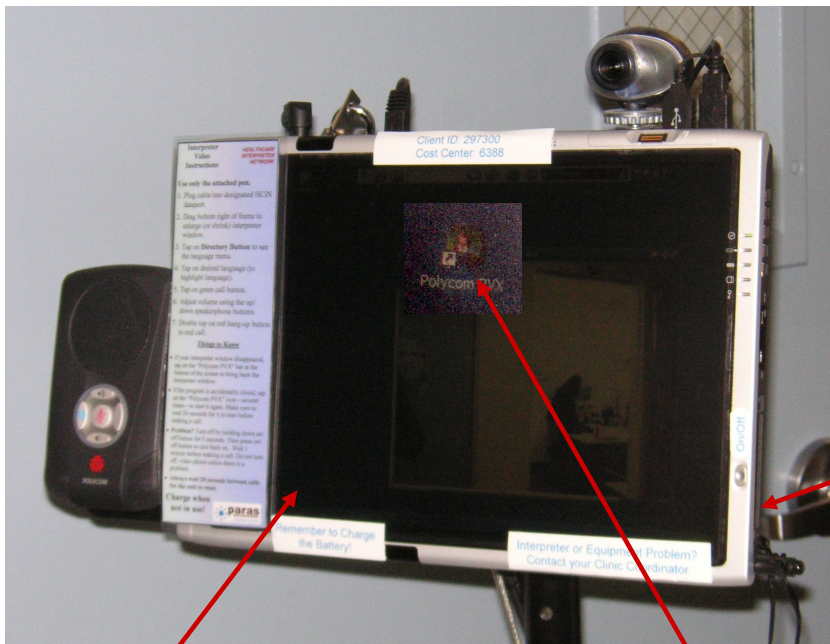
Step-by-Step Instructions for Using the Fujitsu Video Units

Step 1: Find a HCIN data port (labeled with a red sticker). It may be in the middle of the wall, under a desk, or above a desk.

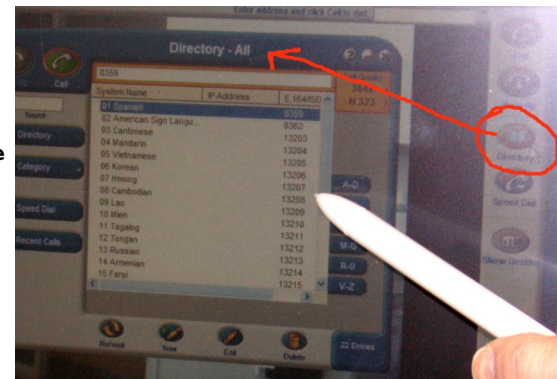
Step 2: Plug the power cord into a power outlet; plug the data cable into the port labeled 'HCIN' with a red sticker.



Step 3: If the unit does not turn on, press the on/off switch on the side of the machine. It may take a couple of minutes to boot-up (like a computer).



Step 4: If you don't see yourself in the video screen, tap on the Polycom PVX icon with the attached stylus pen (tap twice quickly), to open it up. Or, go to Start>Programs>Polycom PVX.



Step 5: Tap on the Directory icon (it looks like an open book) to display the list of languages. Tap on the language you need (or on 'all other languages' for one not displayed). The language should then be highlighted in blue.



Step 6: Tap on the Call button (Green button). Your call should be connected within 1-2 minutes. After 2 minutes your call will roll over to Language Line Services (LLS) the back-up service provider. If this happens the operator will ask for the language you require, and your client ID and cost center (should be labeled on the machine). With Language Line you will not have video, only audio.

Step 7: To end a call, tap on the Hang Up button (Red button).

Turn over for troubleshooting information.